## SITE REGISTRATION

You will select the View "Register Site" to register your site to participate in an upcoming TEL event. Registering your site allows you to receive the TEL event signal and also informs employees that you will be making this training available. If you do not register your site, you will not receive the signal.

1. Select View – "Register Site – select Add Learner to Roster"
2. The below screen will appear with all upcoming TEL events that are currently available for TEL site registration. Notice that the Delivery Method is TEL–Interactive, Status is Draft and the Location is TELPOC.

Notice the 1-15 of 15? This indicates that there are 15 TEL events available for registration. Use the bottom and right hand blue scroll bars to navigate down and to the right. Also, if more than 20 items, the navigation "buttons" will be highlighted in blue to navigate to the "next" page.
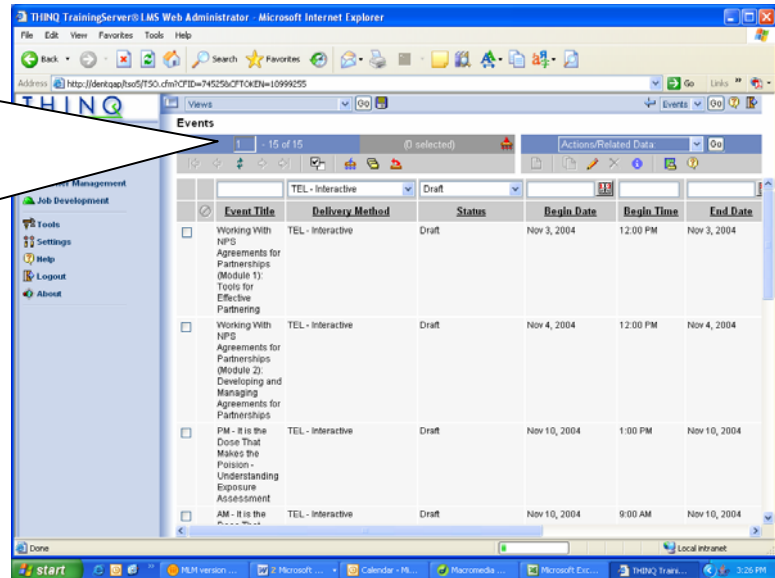

3. Locate the TEL event, click in the row of information and it will be highlighted in blue.
4. In the Actions/Related Data drop down menu, click on "Add Learners to Roster" than click the Go button.
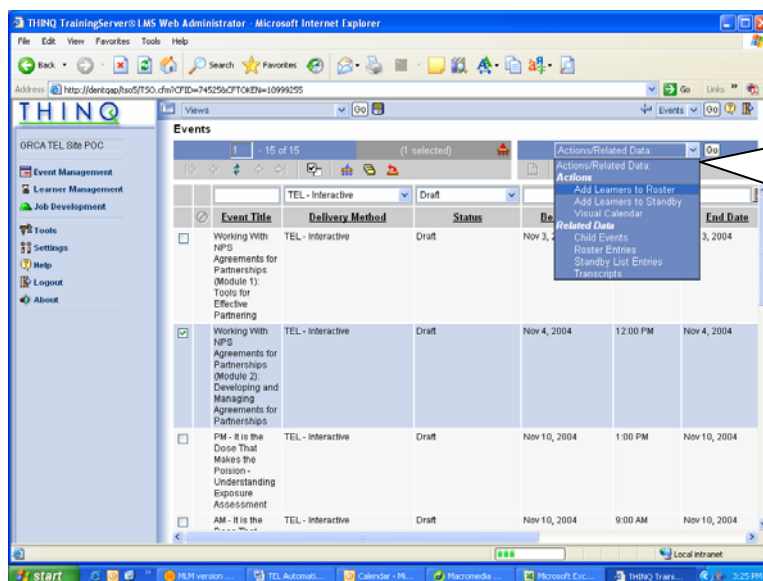
Actions/Related Data
-select Add Learners to Roster
-click on Go Button

---

5. The next screen will bring up the entire "database" of full time NPS employees. Each TEL Station has been created as a "learner". Your first name is your park/unit alpha code, your last name is TEL Site POC example GRCA TEL Site POC. Place your cursor in the white box, second column, above First Name and type your park/unit alpha code and press enter.

Place your cursor in the white box, 2nd column above First Name, type in your park/unit alpha code and press enter
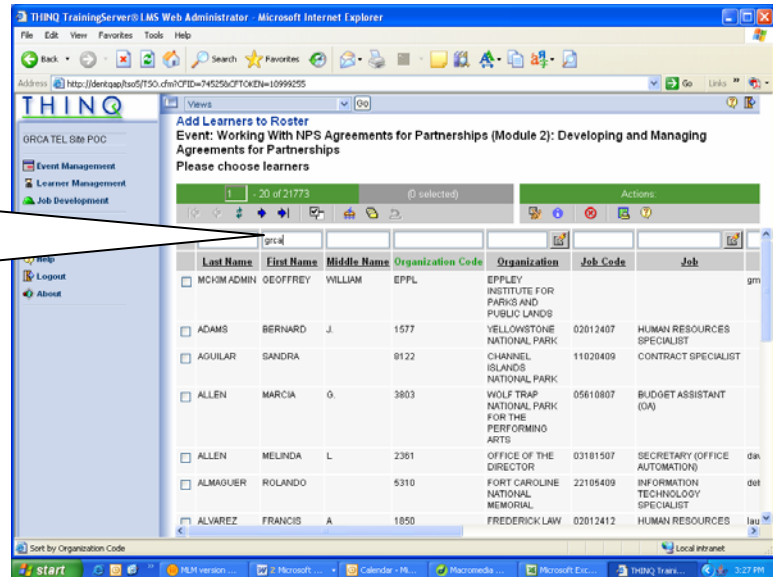

6. The next screen should bring up your TEL Site. Click in the row of information, it should turn green. Click on the pointer finger on the button to "select learner".
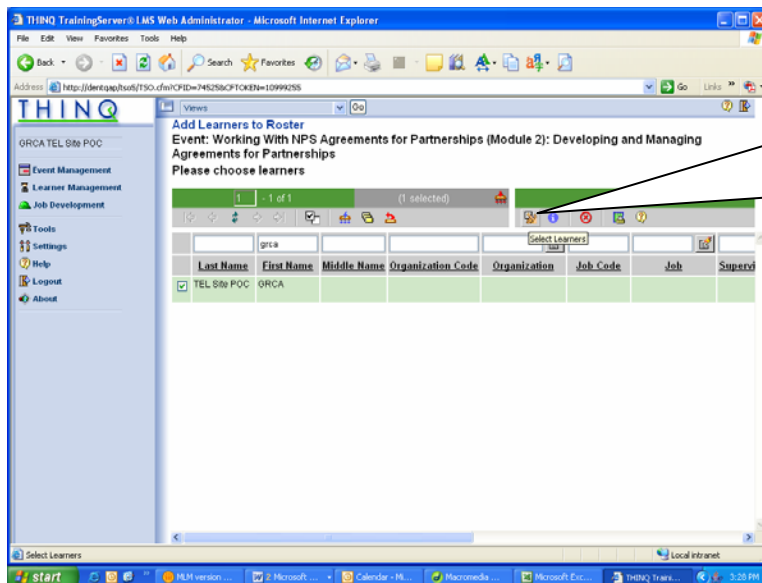
Click on the pointer finger on the button icon. When you place your cursor over this icon, it will say Select Learners

7. The next screen comes up with a TrainingServer Alert box "The event's roster is full. Would you like to complete the registration for learner TEL Site POC anyway?" Click on Yes.

   FYI: For TEL events, the roster is always full. The reason is because TEL courses do not have a minimum or maximum student limit. Thus, we set the minimum and maximum numbers of students to zero.

Click on Yes
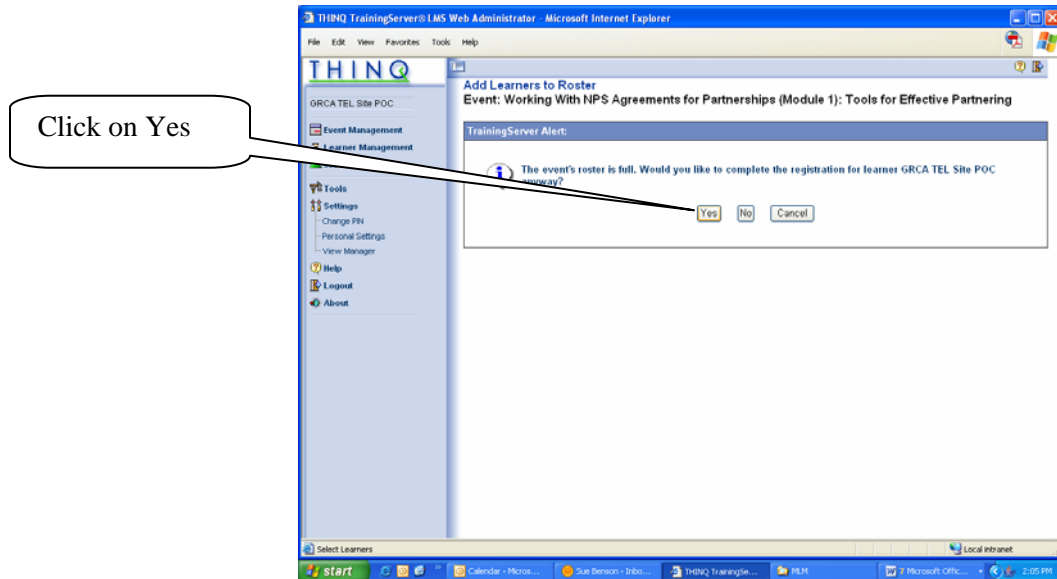
8. The next screen will say "Add Learners to Roster completed". You have successfully registered your site to receive the TEL event. You can select 4 things:
   a. Return to Events–takes you back to the list of courses to register your site (see #9)
   b. Show Details – shows that TEL Site POC has been approved
   c. Go to Roster Entries – will show your TEL site on the Roster (see #10)
   d. Log out

Log out

Log out
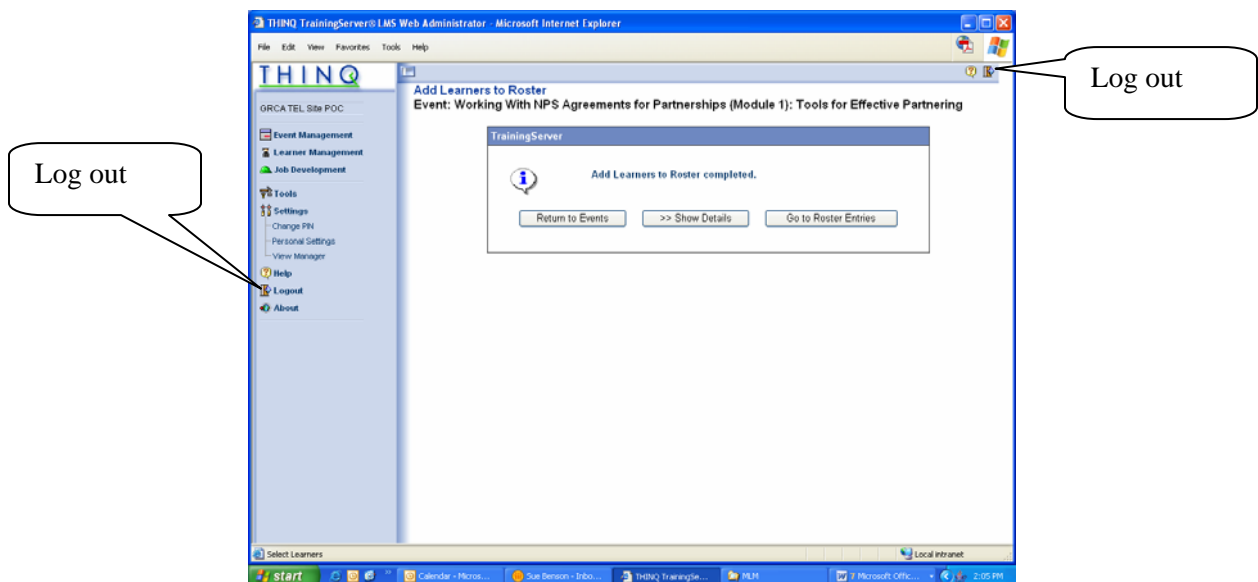
9. If you choose the "Return to Events" button, it takes you back to the first screen – where you picked which TEL event to register your site.
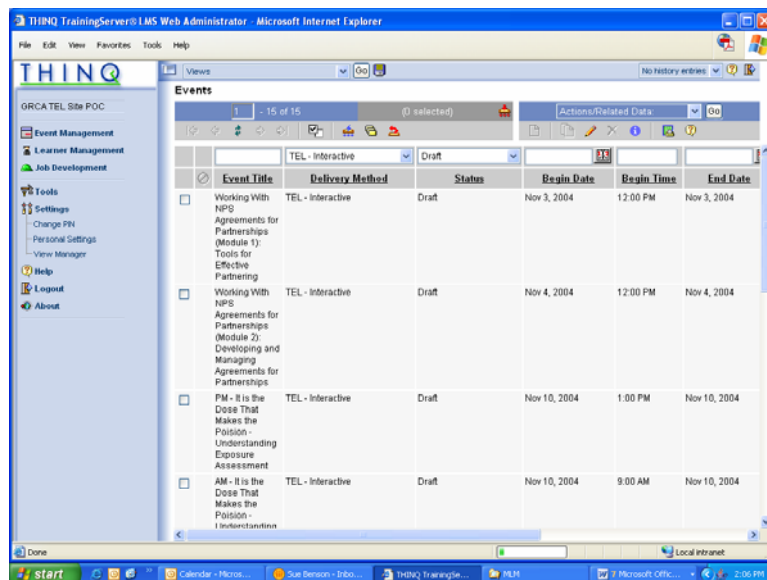
10. If you choose "Go To Roster Entries", this is the screen you will see. This verifies that you successfully signed up. Notice that there is only 1 site listed? You blue navigation arrows are highlighted and there is 80 of 80 of 80. Use the back arrows to navigate through all the TEL sites that have signed up to participate.

You are seeing the 80th record – 80 of 80 of 80

Use these blue navigational arrows to see all the sites that have registered to participate. Remember, there are 20 items per each page. With 80 records, you will page back 4 times to get to the beginning.
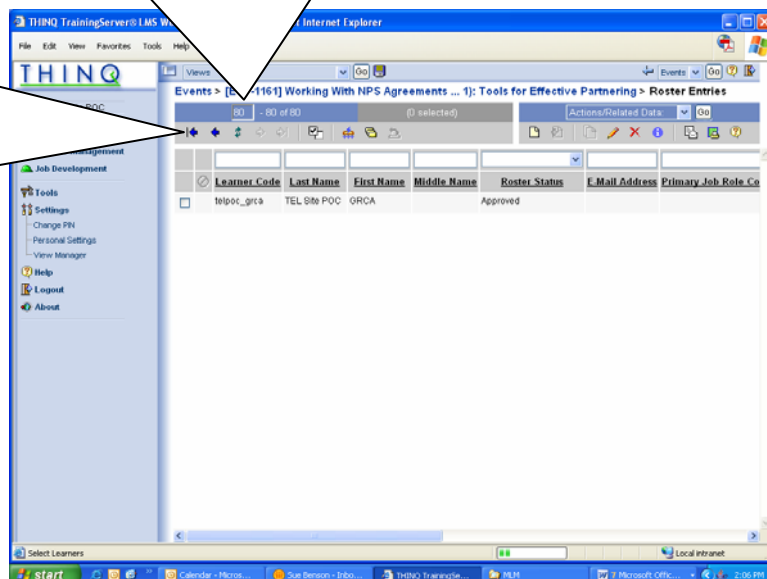
- You will receive an email notification stating that park/unit alpha TEL Site POC has successfully registered.